

RECORDS REQUEST DENIAL LETTER
(Insert Agency Name and Address)

(Insert Date)

Dear Sir or Madam:

On (insert date) this Office received your open records request to inspect/receive copies of (insert type of records). After reviewing the request, this Office is unable to provide you with either all or part of the requested record(s). The basis for this denial is:

- ☐ No such record(s) exists.
- ☐ This office is not the records custodian for the requested record(s).
- ☐ Additional information is needed to identify the requested record(s):_____

- ☐ The following law (citation and brief description why access denied):

- ☐ Tenn. Code Ann. Section: _____
- ☐ Court Rule: _____
- ☐ Common Law Provision: _____
- ☐ Federal Law (HIPAA, FERPA, etc.): _____

If you have any additional questions please contact (insert contact person and phone number).

Sincerely,

(Record Custodian's signature and title with contact information)